

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3200P COPYRIGHT PROCEDURE

#### **Definition.**

**Copyright Clearance.** Clearing copyright means the act or process by which a person ensures a proposed use of materials is in compliance with copyright law. The act or process involves obtaining permission from the copyright owner, conducting a fair use analysis, and/or determining that the materials are in the public domain or are not eligible for protection under copyright laws.

**Clearance Procedure.** Northland Community and Technical College (NCTC) employees and students are responsible for clearing copyright of materials before use. Every individual planning to use materials shall determine that the proposed use is lawful and does not infringe on the rights of the copyright owner. When permission from a copyright owner is obtained, a copy of the permission agreement shall be retained. Employees and students needing assistance with copyright clearance issues are advised to consult with the college intellectual property coordinator.

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